

To Professional Analysts in the Directorate of Intelligence:

The Deputy Director for Intelligence wishes to compile an up-to-date inventory of the substantive skills and knowledge represented by the professional personnel assigned to the Directorate. This data would be of value, inter alia, for selecting personnel to meet various crisis and contingency situations, as well as for more normal assignments and re-assignments. It is requested, therefore, that you complete the attached questionnaire, bearing in mind that we are concerned with substantive skills, experience and knowledge, and not with the administrative details of previous assignments or positions.

Name

Age

Sex

Current Assignment (job title, substantive field, and grade)

Education (major fields, degrees, training courses)

Work Experience (by substantive field and grade, not by job title)

Other Acquired Skills and Knowledge

Foreign Travel and Residence

Languages and Proficiency

Publications

Professional Societies

Name (Last, First Middle)			Grade	Office
Sex (M,F)	E O D (year)	Grade when E O D	Date of Birth	Division
Job Title			Branch	

Choose the general field that most closely relates to your college major from the following list: Humanities

Social Sciences

Physical Sciences

Business

Professions

Degree	General Field	Name of School	Location of School (by state if U.S.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Examples: Humanities includes English, journalism, language, music, philosophy, speech, etc.

Social Sciences includes Economics, education, foreign service, geography, government, history, international relations, library science, political science, social science, etc.

Physical Science includes biology, chemistry, engineering, geology, physics and math.

Business includes accounting, business administration, finance, etc.

Professions includes architecture, medicine, military science, law, theology, etc.

Place a check (✓) next to the fields of competence acquired by training and experience:

If your field is limited to a specific Geographic area, indicate this in the following list of areas using the letters associated with the fields of competence.

<input type="checkbox"/> Political Science(A)	<input type="checkbox"/> Scientific & Technical(G)	Western Europe_____	Far East_____
<input type="checkbox"/> Sociology(B)	<input type="checkbox"/> Information Sciences(H)	Latin America_____	Africa_____
<input type="checkbox"/> Economics (C)	<input type="checkbox"/> Administration and Management(I)	Near and Middle East_____	Soviet Block_____
<input type="checkbox"/> History (D)		China_____	World Wide_____
<input type="checkbox"/> Military Science(E)			
<input type="checkbox"/> Geography(F)			
Other (specify) _____ (J)			

Give the total number of scholarly books \_\_\_\_\_ and articles \_\_\_\_\_ that you have published.

List current membership in professional associations ( include related honors and awards):

_____
_____
_____
_____
_____

MEMORANDUM FOR: Mr. Borel

With regard to the proposed personnel questionnaire, I would suggest a very simple format, along the lines of the attached. I think our analysts are sufficiently sophisticated to supply the desired information without the necessity for spelling it out in elaborate detail.



28 July 1965  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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